



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: COMPUTERS FOR
SCHOOLS PROJECT**

Number:

94/16

Date Issued:

November 4, 1994


Cancelled Effective:

The purpose of this Administrative Bulletin is to highlight the information and security issues raised by the Computer for Schools Program, to remove bottlenecks created by existing practices and procedures, and to establish a uniform security policy for this program. The operation of this program must meet the intent of the Department Operations Manual (DOM), subsection 49020.19 to ensure tightly controlled inmate access to computers. The intent of this program, to place donated, refurbished computers in schools (public, private, and government supported), requires close monitoring of the program and inmate access to the computers, computer diagnostic software, other computer software and all computer parts.

The California Department of Corrections (CDC) has entered into a cooperative effort with the Detwiler Foundation and Pacific Bell, a Pacific Telesis Company, to refurbish and donate computers to schools in California. The program shall be coordinated through the Office of Community Resources (OCR) in conjunction with Institutions Division, the Education and Inmate Programs Unit (EIPU). OCR shall, specifically, coordinate the operations outside the Institutions and EIPU shall coordinate the activities of the vocational training programs involved with this program. These programs shall operate according to this Administrative Bulletin. Each institution involved in the program (Central California Women's Facility, California State Prison - Solano, California State Prison - Los Angeles County, and Folsom State Prison), shall submit a draft Operational Plan to EIPU for review and possible incorporation into a Department Operations Manual (DOM) revision.

The Computers for Schools Computer Refurbishing Program shall operate in each of the four selected sites as described in this Administrative Bulletin.

- All computers shall be received in the institution's receiving warehouse. Staff shall open and search each computer for weapons and contraband prior to transporting the computers to the refurbishing area and placement into a secure work area.
- All inmates shall be given an unclothed body search prior to entering or exiting the vocational trade program area where the computer refurbishing program operates.
- In the computer refurbishing program area prior to any equipment being worked on, an inventory shall be made of all donated computers and peripherals. All sites shall use the same inventory data base system.
- Inmates involved in the computer refurbishing program shall (under staff supervision) remove all communication devices (such as, Local Area Network cards and modems)

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from each computer. Staff supervising the refurbishing program shall maintain a record of the communication devices removed from each computer and give the devices to the institutional Associate Information Systems Analysis (AISA) for disposal.

- Disposal of all computer components removed from donated computers shall include a record of what components are removed, number of components, and disposal process, (the disposal process shall incorporate an inventory of items disposed and identify the person or vendor who receives the items for disposal).
- Inmates involved in the computer refurbishing program shall (under staff supervision) perform a low level format on the hard drive of each computer, run a virus check, and do a diagnosis of hardware and peripherals. Inmates involved in the computer refurbishing program shall reload DOS onto the hard drive once the above steps are completed.
- The staff person supervising the computer refurbishing program shall be accountable for all diskettes and tools daily. This person shall submit the daily inventory of all diskettes and tools, through the Supervisor of Vocational Instruction, to the institutional AISA monthly.
- Once the computers have been refurbished and loaded with the appropriate software (DOS and GEOWORKS, Word Smart, or another approved educational software), the computers shall be labeled, shrink wrapped and palletized (under staff supervision) and taken to the receiving warehouse for pick up and delivery to the Detwiler Foundation and Pacific Bell.
- Eighty percent of all refurbished computers shall be given to the Detwiler Foundation and Pacific Bell for distribution. The remaining twenty percent shall be distributed by the Warden at each site with the approval of Director or Director's designee (Deputy Director, Institutions Division) to schools or nonprofit agencies in California.



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Please inform all persons of the contents of this bulletin which shall remain in effect until incorporated into DOM Sections 49020, 52040, 53090, and 53091. Direct any inquiries regarding this bulletin to Richard Campbell, Assistant Chief, Education and Inmate Programs Unit, Institutions Division, at (916) 445-8035 or CALNET 485-8035.

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